



Defense Travel Management Office



Centrally Billed Account (CBA) Reconciliation Module Overview

January 2009



Centrally Billed Accounts (CBA)

Centrally-Billed Account (CBA)

- A charge account card established to pay for official travel charges for which the issuing activity guarantees payment

Two types loaded in DTS

- Reconciliation CBA
 - Centrally Billed Accounts loaded in DTS with electronic file transfer
 - Electronic invoicing occurs in the DTS CBA Reconciliation Module
 - Allows authorized user(s) to reconcile transactions on the Charge Card Vendor (CCV) invoice directly with the traveler's DTS trip document
- Traditional CBA
 - Centrally Billed Accounts loaded in DTS without electronic file transfer
 - Only makes account available for traveler authorizations
 - No electronic invoicing occurs in the DTS CBA Reconciliation Module
 - Account remains reconciled through traditional means



DTS CBA Reconciliation Module

CBA Reconciliation Module is a tool in the Defense Travel System to process invoice reconciliation electronically

- Integrates 3 separate entities (CTO, Transportation, and Financial Management) into one system
- Streamlines the process to automate the reconciliation and payment of charge card vendor invoices for charges against the organization's centrally billed account.



CBA Reconciliation Module Overview (cont'd)

- DFAS charges per ticket to disburse a CBA invoice
- Charges vary by Department/Agency
- Use of CBA Reconciliation represents significant cost savings

| Traditional vs. Reconciliation/Electronic | |
|--|--------------------------------|
| Army | Trad: \$24.39 Recon: \$6.24 |
| Navy | Trad: \$29.14 Recon: \$8.23 |
| Marines | Trad: \$26.12 Recon: \$6.69 |
| Air Force | Trad: \$28.82 Recon: \$2.08 |
| Agencies | Trad: \$28.86 Recon: \$6.69 |

* REF: cost estimates are based on DFAS billing rates for FY09 posted at <https://dfas4dod.dfas.mil/library/>. Some service/agency rates can change from month to month due to the specific

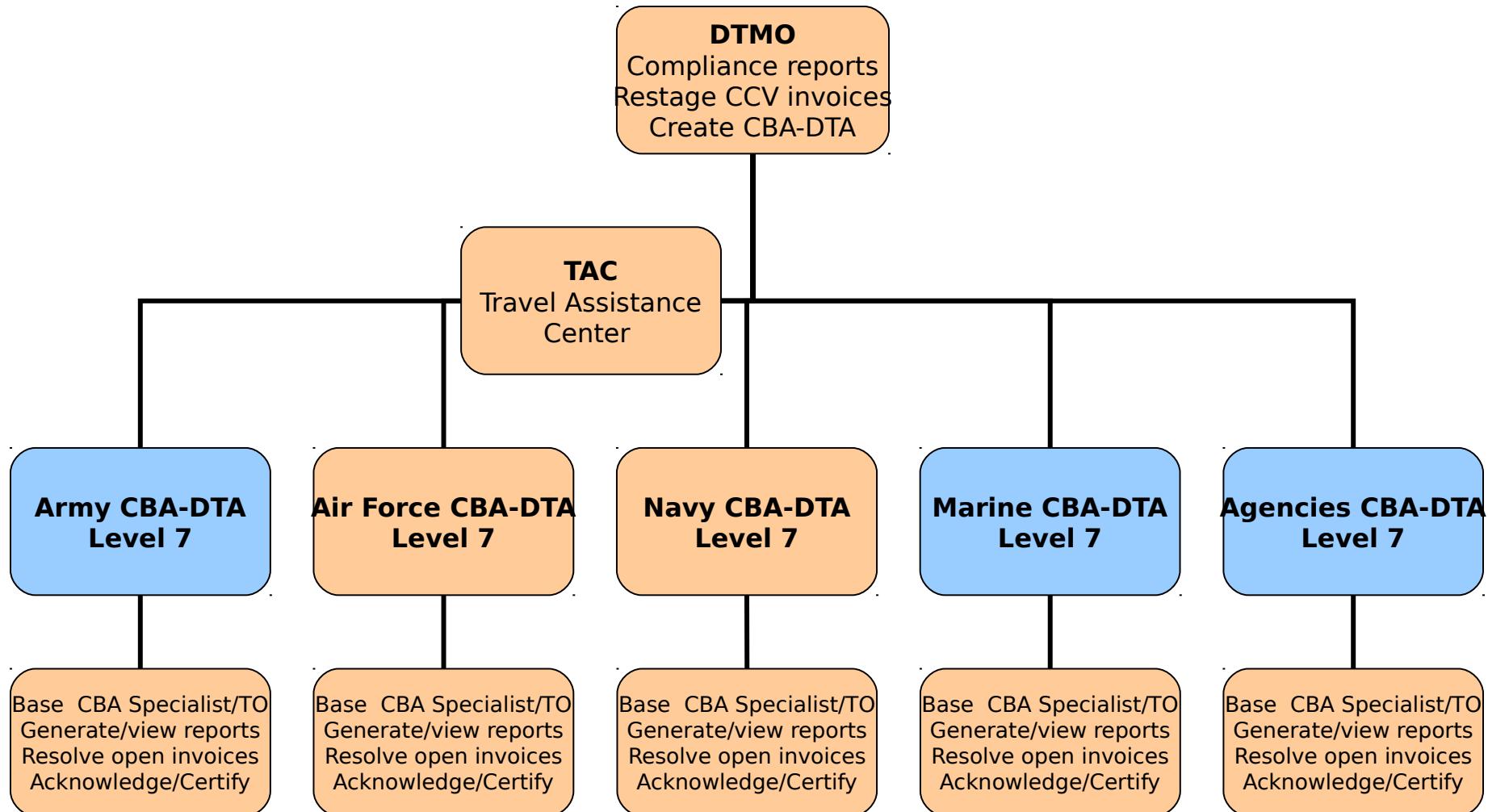


Capability

- Reconcile transactions on Charge Card Vendor (CCV) invoice with DTS trip document
- Maintain a searchable database of all invoices
- Track progress of reconciliation process
- Generate efficiency reports
- Identifies unmatched transactions, classifies transaction types, and manages the transaction status
 - Does not identify mismatches

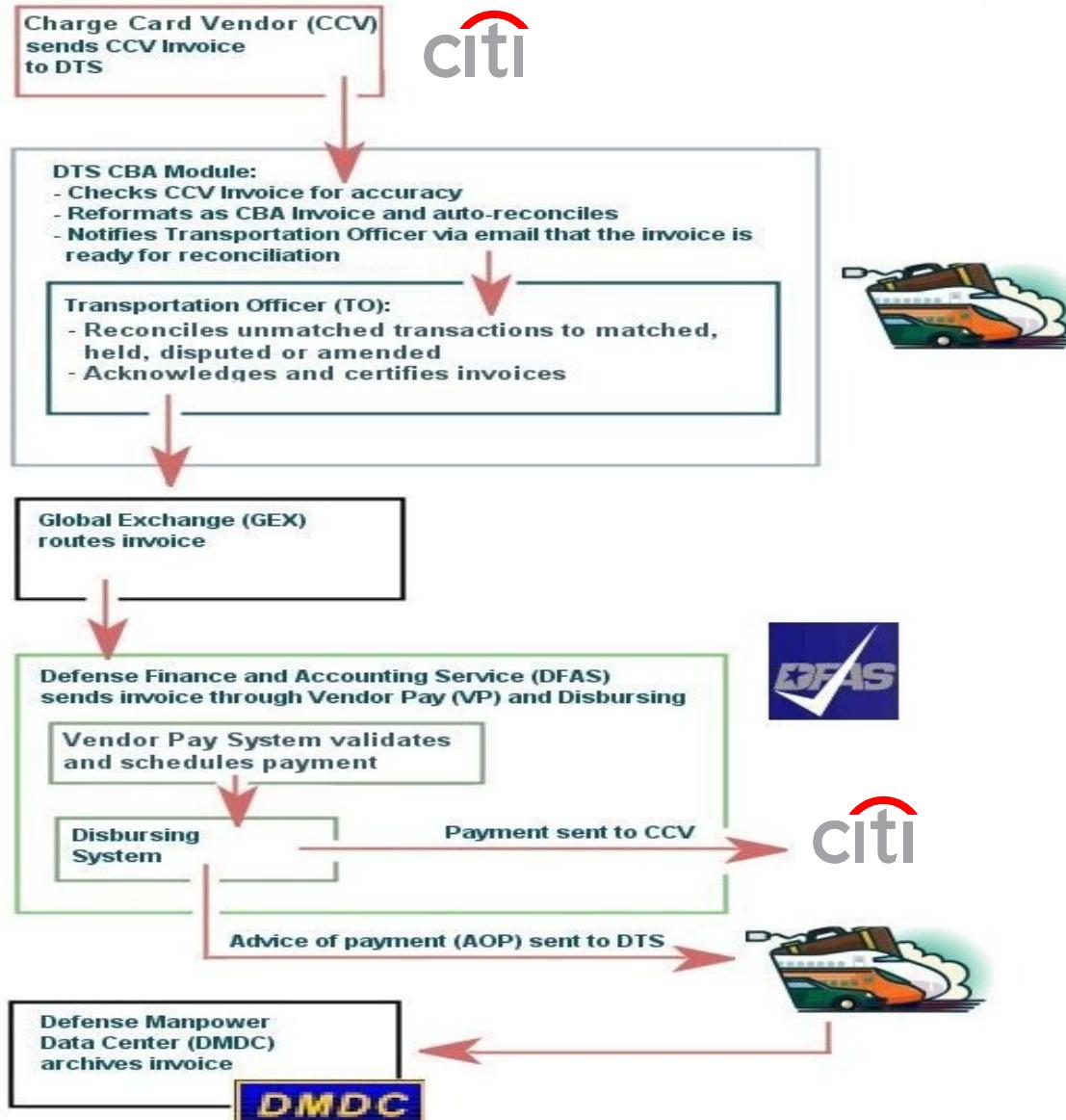


CBA Roles and Responsibilities





CBA System Process Flow





DTS CBA Reconciliation Module

Defense Travel Management Office

- DTS receives electronic CBA invoice from the charge card vendor (CCV).
- The TO completes invoice reconciliation by matching CCV invoice transactions against DTS travel documents; the module ensures associated obligations have been Pos Ack'd as required prior to matching.
- When all transactions are reconciled the TO completes electronic certification.
- The invoice is routed through GEX to the appropriate DFAS/Vendor Pay location for processing and then forwarded to DFAS/Disbursing for payment.
- Upon payment, DFAS/Disbursing returns an advice of payment (through the GEX) to DTS and the invoice is updated with payment information (voucher, date paid, etc.).
- The completed/paid invoice is then forwarded to the DMDC for electronic archiving.



“Auto-Reconciliation” Process

- Begins upon receipt of invoice, once previous invoice is certified
- Compares CBA charges on CCV invoice to ticket records on DTS travel documents.
 - Completed authorization or voucher
 - Primary match if ticket record found and cost matches in travel document
 - Secondary match based on traveler name, amount, date range
- Searches information in DTS Reservation Module or “Other Transportation” section



"Auto-Reconciliation" Process

(cont'd)

- Cannot match if ticket information entered via non-mileage expense
- Upon Auto-Reconciliation Complete, email will be sent to CBA Specialist to reconcile remaining transactions.





CBA Invoice Summary

- Invoice Summary
 - Displays number of transactions with dollar amounts, header, and status
 - Provides status of when/if entitlement system paid invoice

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Centrally Billed Account

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

| Invoice Summary | | | | |
|----------------------------|------------------------------|------------------------|---------------------------------|-------------|
| 1 - 1 of 1 | | | | |
| Invoice #: | 001392500033 | Invoice Transactions: | Quantity | Amount |
| Invoice Created: | 06/25/2007 | Total: | 38 | \$18,329.59 |
| Invoice Period End: | 06/23/2007 | Matched: | 34 | \$16,523.20 |
| DTS Retrieved: | 06/25/2007 | Unmatched: | 4 | \$1,806.39 |
| DTS Reconciled: | 06/25/2007 | Disputed: | 0 | \$0.00 |
| CBA Transaction Account #: | 4486160000 | Suspended: | 1 | \$(915.10) |
| CBA Prompt Pay Start: | 06/25/2007 | Held: | 0 | \$0.00 |
| Acknowledgement: | NA | Invoice Status: | Auto Reconciled | |
| | | Invoice Certification: | NA | |

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CBA Data Elements Transaction Summary

Transaction Summary

Invoice #: 3330002220006[Invoice Status History](#)[Refresh Summary](#)CBA Transaction Account #:
4486123456789777

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| | | | | | |
|-----------------------|-------------------|----------------------------|------------------|-----------------------------|-----------------|
| CBA Invoice #: | 3330002220006 | CBA Transaction Account #: | 4486123456789777 | Transaction Classification: | Advanced Credit |
| Original Invoice #: | 3330002220006 | Traveler Name: | Refaie/Matt | Traveler SSN: | XXX-XX-0126 |
| Ticket #: | <u>CBA3KK1050</u> | TANUM: | ONTVIT | Ticket Amt: | \$1,050.00 |
| Approving Official: | | Prompt Pay Start: | 11/29/2004 | Voucher #: | |
| Days since PPA Start: | | AOP Date: | | Transaction Status: | Matched |

| | | | | | |
|-----------------------|-------------------|----------------------------|------------------|-----------------------------|-----------------|
| CBA Invoice #: | 3330002220006 | CBA Transaction Account #: | 4486123456789777 | Transaction Classification: | Advanced Credit |
| Original Invoice #: | 3330002220006 | Traveler Name: | Refaie/Matt | Traveler SSN: | XXX-XX-0126 |
| Ticket #: | <u>CBA3ZY1000</u> | TANUM: | ONTVIT | Ticket Amt: | \$1,000.00 |
| Approving Official: | | Prompt Pay Start: | 11/29/2004 | Voucher #: | |
| Days since PPA Start: | | AOP Date: | | Transaction Status: | Matched |

| | | | | | |
|-----------------------|-------------------|----------------------------|------------------|-----------------------------|-----------------|
| CBA Invoice #: | 3330002220006 | CBA Transaction Account #: | 4486123456789777 | Transaction Classification: | Unmatched Debit |
| Original Invoice #: | 3330002220006 | Traveler Name: | Refaie/Matt | Traveler SSN: | |
| Ticket #: | <u>CBA3GH1100</u> | TANUM: | | Ticket Amt: | \$1,100.00 |
| Approving Official: | | Prompt Pay Start: | 11/29/2004 | Voucher #: | |
| Days since PPA Start: | 134 | AOP Date: | | Transaction Status: | Unmatched |

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CBA Reports

- Transaction Detail (most important screen)

Open Transaction Detail

| Invoice #: 0013925000033 | Record 28 of 39 | CBA Transaction Account #: 4486160000 0 | | |
|---|------------------------------------|---|---|-------------------------|
| < Previous Next > | | | | |
| Invoice Period Start: | 05/24/2007 | Days since PPA Start: 10 | CBA Transaction Account #: | 4486160000 0 |
| Invoice Period End: | 06/23/2007 | Voucher #: | Reference #: | 24717057156581561691853 |
| Prompt Pay Start: | 06/25/2007 | AOP Date: | Conversion Rate: | 1.0 |
| Original Invoice #: | 0013925000033 | Approving Official: | | |
| LOA: 012141^97^2007^0100^6868^7^P7493^1701^2102^012141^9UAL97^979UAL^DU^ ^ | | | | |
| Traveler Name: PRESLER/ROBERT | | | Traveler SSN: XXX-XX-5 6 | |
| CCV / DTS | TANUM | Ticket # | Ticket Cost | Ticket Difference |
| CCV > | | 3320020259871 | \$302.80 | |
| DTS > | 0QTTKA | 3320020259871 | \$0.00 | \$302.80 |
| | Reconcile by TANUM | Reconcile by Ticket | | |
| Transaction Status: Unmatched ▾ | | Remarks: | <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <small>Transaction Classification: Unmatched Debit</small> <small>Reason for Unmatch: Voucher has not been approved</small> <small>Reason Unable to Amend: Document has not been approved</small> </div> <div style="text-align: right; margin-top: -5px;"> Save </div> | |
| Date Amendment Initiated: NA | | Date Amendment Approved: NA | Amendment Approving Official: NA | |
| < Previous Next > | | | | |



CBA Invoice Status History

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Centrally Billed Account

[CBA Search](#) Invoices: [Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) Transactions: [Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Invoice Status History

| CBA Invoice #: | 0016959000002 | Invoice Period Start: | 02/28/2007 |
|---|------------------|--------------------------------------|------------|
| CBA Transaction Account #: | 4486160000 | Invoice Period End: | 03/27/2007 |
| | | Start of Prompt Pay Act (PPA) Clock: | 03/28/2007 |
| Invoice Status | Date Time | | |
| Receipt from CCV: | 03/28/2007 17:07 | | |
| Auto Reconciled: | 03/28/2007 17:07 | | |
| Reconciliation Complete: | 03/30/2007 11:05 | | |
| Ready for Acknowledgement: | 03/30/2007 11:07 | | |
| Acknowledgement Completed and Awaiting Certification: | 03/30/2007 11:09 | | |
| Invoice Certified:NIKI D BRYANT | 03/30/2007 11:09 | | |
| Sent to DEBX: | 03/30/2007 11:17 | | |
| DEBX Positive Acknowledgement: | 05/24/2007 15:30 | | |
| DADS Paid: | 05/31/2007 00:02 | | |
| Archive Submitted: | 05/31/2007 00:13 | | |

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Reconciliation Tools

- **Read Only Access (ROA)** – view traveler documents and CCV's electronic invoice
- **Organization Access** – use Report Scheduler to generate special “TO CBA” report to extract information about trips using CBA
- **Group Access** – ability to view and edit travelers' documents



Current Status

- 202+ reconciliation accounts
 - Navy largest user with some Air Force, Army, Defense Agency use
- Last 3 releases have included 21 CBA-related changes to system functionality, enhancing existing functionality
- Navy DTS Program Office staff response after Release 5: *"The update to the CBA Module is the best that I have seen to date. The operational screen allows the TOs to have a much clearer idea of what the necessary actions are..."*





Common Issues

- CTO (travel agent)
 - Passenger Name Record (PNR) for reservations is not returned to outbound queue upon ticketing
- Traveler
 - Fail to cancel authorizations
 - Submit inaccurate vouchers
 - Indicate incorrect Method of Reimbursement (MOR)
 - Provide inaccurate data in “Other Transportation” entries for CTO direct tickets and CTO fees
- Routing Officials (ROs)
 - Fail to review authorizations/vouchers, process amendments in a timely manner



Roles & Responsibilities

- DTMO Customer Service Division
 - Assist Service/Agency Program Offices with deployment
 - Enter CBA DTAs by Service, Agency or major command
 - Run Compliance Reports
 - Restage/reject invoices when necessary
 - Monitor functionality
- Service/Agency CBA DTA
 - Support sites using CBA Reconciliation Module
 - Process new CBA account load requests
 - Appoint CBA Specialist
 - Assist operational site CBA Specialist with training and reconciliation



Roles & Responsibilities (cont'd)

- CBA Specialist
 - Not required to be a Transportation Officer
 - Manually match DTS transactions that could not be automatically reconciled with invoice
 - Initiate amendments to correct monetary amounts
 - Change status of a transaction to:
 - *Held* - transaction is being investigated
 - *Disputed* - transaction is disputed with CCV
 - *Closed* - once dispute process is complete
 - Acknowledges reconciled invoices (contractor/federal employee)
 - Certify reconciled invoices for payment (Government employee trained, appointed in writing)

* ***The CBA Specialist is responsible for reconciling any discrepancies between the CTO and CCV***



Roles & Responsibilities (cont'd)

- DTA
 - Take action to correct rejected transactions that impact ability of the CBA Specialist to reconcile CBA transactions
 - Authority to grant permission level 4 (for CBA Specialist)
 - Assist CBA Specialist with:
 - Obtaining ROA access
 - Registering for access to DTMO Travel Assistance Center (TAC)
 - Contacting traveler, Approving Official (AO), coordinate required amendment actions to match CBA transactions





Suggestions for Success

- Traveler in DTS
 - Use Reservation module
 - Request assistance button vs. calling CTO directly
 - Properly cancel DTS documents using “trip cancel”
- Authorizing Official (AO) & Reviewing Official (RO)
 - Adhere to local business rules
 - Approve documents in a timely manner
 - Use proper cancellation procedures
 - Understand CBA Amendment stamps and purposes
- CTO
 - Follow and understand your local business rules
 - Use DTS ticketing procedures
 - Provide comments to the traveler and AO



CBA Resources



- CBA Training
 - No cost to users
 - Instructor-led
 - F-200: CBA Reconciliation Overview
 - Explains how to use DTS CBA Reconciliation Module
 - Offered quarterly, 1.5 hours
 - F-205: Advanced CBA Reconciliation
 - Provides hands-on examples, troubleshooting techniques, and best practices for using CBA Reconciliation Module and its various functions
 - Offered quarterly, 1.5 hours
 - Prerequisite: F-200



CBA Resources (cont'd)

- Manuals
 - CBA Reconciliation Manual
 - CBA Desk Reference Guide
 - CBA Worksheet
 - DTA Manual
 - FAQs
- Training and other resources are available through Travel Explorer (TraX)
www.defensetravel.dod.mil/Passport
- DTMO website: www.defensetravel.dod.mil

